

**Nevada Division of Environmental Protection  
Chemical Accident Prevention Program  
Element Audit Checklist**



<b>Facility:</b>	<b>Process(es) Covered:</b>	<b>Date:</b>	
<b>XI. EMPLOYEE PARTICIPATION PROGRAM</b>			
<b>A. PROCEDURE/POLICY REVIEW</b>			
<b>1) EXISTENCE, STRUCTURE AND FORMAT OF WRITTEN EMPLOYEE PARTICIPATION PLAN</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
i. Does a written Employee Participation plan and implementation records indicate that this program element is being conducted pursuant to CAPP requirements? (all requirements of sections 2 & 3 must be met)		459.95431	
Notes/Comments Pertaining to Responses to Questions under Issue 1):			
<b>2) CONTENT OF THE EMPLOYEE PARTICIPATION PLAN</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
i. Does the written plan require that employees be consulted on <b>developing</b> and <b>conducting</b> the process hazard analysis? ( <i>Does the plan state how this consultation is done, how employee input is provided, and who is responsible for ensuring this consultation is accomplished and documented?</i> )		459.95431(1& 2a)	
ii. Does the written plan require that employees be consulted on <b>developing</b> and <b>implementing</b> the following program elements: ( <i>Does the plan state how this consultation is done, how employee input is provided, and who is responsible for ensuring this consultation is accomplished and documented?</i> )		459.95431(1&2b)	
1. Process Safety Information;		459.95431(1&2b)	
2. Standard Operating Procedures;		459.95431(1&2b)	
3. Training;		459.95431(1&2b)	
4. Mechanical Integrity;		459.95431(1&2b)	
5. Management of Change;		459.95431(1&2b)	
6. Pre-Startup Safety Review;		459.95431(1&2b)	
7. Compliance Audits;		459.95431(1&2b)	
8. Incident Investigation;		459.95431(1&2b)	
9. Hot Work Permit;		459.95431(1&2b)	
10. Contractor Program; and		459.95431(1&2b)	
11. Emergency Response Program?		459.95431(1&2b)	
iii. Does the written plan require that employees have access to the information referenced in items i and ii above? ( <i>Does the plan state how this information is made available and who is responsible for ensuring that it is available?</i> )		459.95431(3)	



**Notes/Comments Pertaining to Responses to Questions under Issue 2):**

3) IMPLEMENTATION OF THE EMPLOYEE PARTICIPATION PLAN	NAC Ref.	Resp. Code
i. Is there documented evidence that employee participation has been solicited as required by this program element? <i>refer to Part B 1</i>	459.95431(3)	
ii. Does there appear to be adequate employee access to the CAPP program information as required by this program element? <i>refer to Part B 2</i>	459.95431(3)	

**Notes/Comments Pertaining to Responses to Questions under Issue 3):**

**General Procedure/Policy Review Notes/Comments:**

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<b>2) VERIFY ACCESSIBILITY OF THE INFORMATION</b>		<b>Resp. Code</b>
Is the information accessible to employees in the manner specified in the employee participation plan?	459.95431(3)	
Notes/Comments Pertaining to Responses to Questions under Issue 2):		
General On-Site Inspection and Records Audit Notes/Comments:		



<b>C. INTERVIEWS</b>	
<b>1) SELECT TWO OR MORE OPERATING PERSONNEL TO INTERVIEW REGARDING THE EFFECTIVENESS OF THE EMPLOYEE PARTICIPATION POLICY USING THE FOLLOWING QUESTION SETS.</b> (RESPONSES ARE TO BE LOGGED ON FOLLOWING PAGES.)	
<b>Question Set</b>	<b>Question Options/Phrasing</b>
<b>a</b>	What is your job description and associated tasks?
<b>b</b>	Are you familiar with the CAPP program (mention PSI, PHA, SOP, etc. if CAPP is not recognized)? Were you ever consulted on the development of the CAPP program requirements in any way? Ask specifically about the PHA.
<b>c</b>	Are you familiar with the employee participation plan? (explain what it is if they don't recognize the title) Are you familiar with what information is available to you under the employee participation plan? How do you access the information?



<b>C. INTERVIEWS</b>			
<b>2) RECORD RESPONSES OF SELECTED OPERATING OR MAINTENANCE PERSONNEL TO QUESTIONS FROM THE QUESTION SETS (LISTED ON THE FIRST PAGE OF SECTION C)</b>			
<b>Employee Profile</b>			
Job Title/Position	Department/Unit/Group	Time in Job	Time w/Co.
Response to Question Set _:			
Response to Question Set _:			
Response to Question Set _:			
Response to Question Set _:			